

	<h1>Information Bulletin</h1>	
	Topographic Engineering Center <i>U.S. Army 1999 Research & Development Organization of the Year</i>	Jan. 26, 2000

OFFICIAL

Changes to STEP

The regionalization of human resources within Department of Defense has resulted in personnel management responsibilities being transferred to managers. Among the changes brought about by regionalization are changes to the Student Temporary Employment Program (STEP) business process.

a. Prior to the changes, Human Resources (HR) collected and verified grades each semester. In the future, management will complete grade verification.

b. HR imposed a universal not to exceed date of Sept. 18 on all student appointments. In turn, students were required to apply for extensions to their appointment each September. The not to exceed date of Sept. 18 will remain. The new procedure will remove the requirement to apply each September and allow management the option to extend a student's appointment by verifying student status and submitting a PPI incorporating that verification in the appropriate remarks.

The Student Temporary Program is a year-round program and appointments may be made at any time during the year, including summer. Appointments can last for as long as the individual is a student. To avoid an unnecessary break in service, management is encouraged to use the Leave Without Pay (LWOP) and intermittent work schedule authority when appropriate.

Regulatory guidance is located in the Code of Federal Regulations, Title 5, Volume 1, Parts 213.3202, 213.104 (ii), and 630.101.

Questions about STEP may be addressed to your ERDC CPAC Team representatives.

Commander's mailbox

ERDC team members are reminded that an electronic mailbox has been established to allow employees to send questions and/or comments to the Commander. If an employee wishes to remain anonymous, his or her name will be deleted from the question before it is forwarded to the Commander for comment. Employees' questions will be answered via return e-mail. Answers to anonymous and frequently asked questions will be posted in the Employee Information Bulletin.

The address in Outlook is simply, "ERDC Commander." Again, all information is kept strictly confidential and all questions are addressed directly by the Commander.

Travel update

Here is the current schedule for approving travel in CEFMS:

Jan. 31-Feb. 1	Betty O'Donnell	(603) 646-4355/4356
Feb. 2-4	Vicki Ray	(601) 643-2378
Feb. 7-11	Betty O'Donnell	(603) 646-4355/4356
Feb. 14-18	Vicki Ray	(601) 643-2378
Feb. 21-25	Terri Norman	(217) 373-6708
Feb. 28-3 Mar. 3	Betty O'Donnell	(603) 646-4355/4356

Please note; If you are not sure who is signing, please forward an e-mail to each of us and we will ensure your request is taken care of by the appropriate person.

ERDC publications on Internet

The ERDC Publication Bulletin serves as the official notification of new ERDC forms and publication, as well as rescissions or changes to existing forms or publications. As of Sept. 10, 1999, ERDC official publications ceased to be printed (i.e., Center Regulations, Circulars, Pamphlets, or Commander's Policy Memoranda). All ERDC official publications are now distributed in electronic format on the ERDC web site located at <http://erdc.usace.army.mil/pubs/index.htm>.

Around the Army and the Corps

- The calendar for FY 2000 training suspense dates has been posted to the CEHR homepage. This calendar is important for those interested in applying for HQDA and HQUSACE long-term training and executive development programs. The site is <http://www.hq.usace.army.mil/cehr/mainhr.htm>.
- In an effort to keep the public fully aware of the Army's transformation process, an Army vision website has been established at <http://www.army.mil/armyvision/default.htm>.
- Col. David Lape has joined the HQUSACE staff as the Assistant Deputy Chief of Staff, Resource Management. Col. Lape previously served as Comptroller for the National Guard Bureau.

Calendar of Events

Feb. 1	Retirement Ceremony for Dr. Roper
Feb. 1	Retirement luncheon for Dr. Roper

FOR THE DIRECTOR

JACKIE L. BRYANT
Public Affairs Office

U N O F F I C I A L

Condolences

Condolences are extended to Kennetha King-Lee, TSD, on the death of her father, Winter Johnson on Jan. 26, in Wichita Falls, Texas.